Electronic Personal Development and Learning Plan:
Handbook for Supervisors

Version	Author	Date Created/Updated
1.0	A.Stone	19/10/18
2.0	Z.Richards	25/10/2022
2.1	H Parkes	29/07/2025

Contents

1. Introduction

The Personal Development and Learning Plan (PDLP) is a record of a PGR's academic details such as the Supervisory Team, progress through formal milestones and changes to registration information. The PDLP takes the form of a 'living' journal, accessible through the University's eVision system. It is a central electronic platform for a PGR to record their individual ongoing developmental & training needs, a log of targets and objectives, and their thesis progress during their journey towards their research degree.
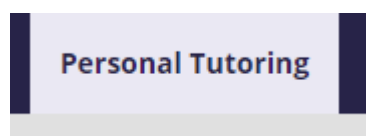
It is therefore essential that both the PGR and the Lead Supervisor have a role in maintaining an oversight over the PDLP and keeping it up to date.

The electronic PDLP will be subject to periodic updates, such as format and additional features. Updated handbooks will be available from the Keele website: PGR guidance and forms - Keele University when updates happen.
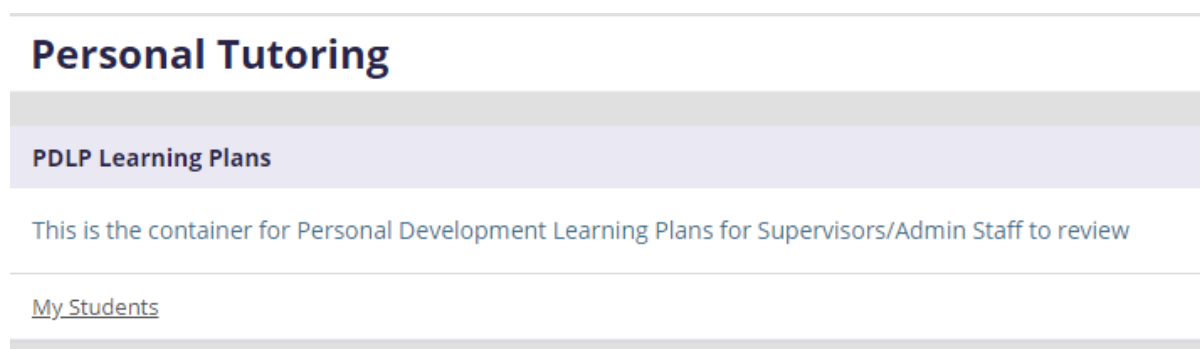
2. Accessing the PDLP

To Access the PDLP, you will need to log into your eVision account. Access to eVision is via: https://scims.keele.ac.uk/ where you will be asked to input your Keele username and password.

Click on the 'Personal Tutoring' tab.

Personal Tutoring

Then click 'My Students':

Personal Tutoring

PDLP Learning Plans

This is the container for Personal Development Learning Plans for Supervisors/Admin Staff to review

My Students

Then click 'View Plan' for the PGR's plan you want to view from your list of PGRs.

View PDLP

View Plan

3. **Main PDLP Screen**

Postgraduate Research Student Personal Development and Learning Plan

Personal and Supervisory Details	Timetable	Learning Needs and Skill Development	Research Training	Targets and Objectives	Thesis	Supervision Meetings

From the main PDLP screen you will then be able to click on the tabs (as shown above) to access the different sections of the PDLP for you to view. You can also move from one tab to the next screen using the 'Next' button at the bottom of each screen.

4. **Personal and Supervisory Details Tab**

PDLP Section 1: Student details
This is the information that is held on your PGR's record. If you believe that there are any errors please contact studentrecords@keele.ac.uk

PDLP Section 2.1: Supervisory Team
These are the details of the Supervisory Team held on the PGR's student record.

The PGR is able to add in the details of the Supervisory Teams expertise and contribution.

PDLP Section 2.2: Changes to Supervisory Team
Any changes to the Supervisor Team, following approval by the Faculty PGR Committee, will be shown here.

PDLP Section 2.3 Holiday Requests
This is a log of your PGR's holidays and time away from the University. The PGR will add these details into the Student version of the PDLP.

Date from	Date to	Location	UK or Overseas	Reason
				Holiday -
15/10/2018	19/10/2018	France	Overseas	Holiday - Holiday

Previous Plans and Hours
If your PGR has previously started a Paper/ Word Version of their PDLP, this can be uploaded to the electronic PDLP. If they have uploaded a document to view it will show in the 'Documents that have been uploaded' section.

Documents that have been uploaded

Previous PDLP.pdf Uploaded on 19 Oct 2018

At the bottom of the Section, previous hours can be approved when transferring from a previous paper version of the PDLP.

Approve previous number of hours: 100   Already Approved

5. Timetable Tab

PDLP Section 3: Timetable
This information is held on your PGR's record and is automatically generated from the University's system.

PDLP Section 3.1: Formal Milestones
Formal Milestones are key events that show the progression of the research studies. The actual date will be shown after each Formal Milestone has been completed.

As a Supervisor you are able to edit an existing Milestones target date. To edit the Milestone target date select the Milestone to be edited from the drop down box.

Select a milestone:	Annual Progress Review 1 ▼	Select

Then add the Target date, then click 'Save.'

Target Date	dd/mm/yyyy	Save

Note: For Overseas Fee paying students the Course Start cannot be changed, due to Visa restrictions. Please contact studentrecords@keele.ac.uk if you have any queries about start dates.

Please note, the timetable and formal milestone dates do not automatically update following a leave of absence or change in mode of attendance.

We are unable to rectify this issue currently and therefore suggest PGRs (whom this affects) use their Outlook diaries to manage deadlines.

PDLP Section 3.2: Interim Progress Reviews
This is pre-populated data that shows Target dates set and grades ratified by the Faculty PGR Committee.

Please note, Interim Progress Reviews are requested October and April every year, regardless of your start date so please disregard the deadlines noted in this section.

PDLP Section 3.3: Request for LOA or Extensions
This is pre-populated data that shows formal Leave of Absences (LOAs) and extensions to the maximum time as held on the PGR's student record.

PDLP Section 3.4: Changes to Mode of Attendance (MOA)
This is pre-populated data as held on your PGR's student record that shows the Mode of Attendance and any changes.

6. Learning Needs and Skill Development Tab

PDLP Section 4: Learning Needs and Skills Development Objectives
In this section, you will be able to view your PGR's analysis of their research needs and how they will

develop their skills needed for their research.

The learning needs and skills can be categorised into four Research Development Framework (RDF) Domains (A-D) with a fifth (E) for other additional considerations. RDF Domains A-D each have subsets (1-3). See The Vitae Researcher Development Framework - Vitae for further details.

PDLP Section 4.1: Analysis of Needs and Objectives
You will be able to view your PGR's learning needs, skills and development as per the RDF Domains.

To add comments, type your comments in to the text box and click 'Add more Comment'

The comments can then be seen in the 'Supervisor Comment' Section.

To add further comments, type additional text underneath the original comments in the 'Add Supervisor Comment' section and click 'Add more Comment'.

The additional comments can then be seen in the 'Supervisor Comment' Section and the PGR will be able to view your comment on the Student version of the PDLP.

7. Research Training Tab

PDLP Section 5.0: Record of Research Training and Skills Development
In this section, your PGR will record their research training and development.
PhD PGRs enrolled on or after August 1st 2013 must complete a minimum of 200 hours training in personal development and employability skills (through accredited Keele modules (10 credits is equivalent to 100 hours), non-accredited courses in a variety of formats, or a mixture of both) plus any subject-specific requirements set by the Research Centre (see 5.2).

PDLP Section 5.1: Research training and skills development prior to registration
If there are any previous research training and skills approved by the Faculty PGR Committee this will show in this section.

PDLP Section 5.2: Record of Compulsory and Optional credit-bearing Modules
This is pre-populated data as held on your PGR's student record that shows the Modules your student is taking at Keele.

PDLP Section 5.3: Research Training Log
You are able to view the Student Research Training Log in Section 5.3.
As a Supervisor, you can recommend a new module or activity.

To recommend a new module or training activity, complete each field, adding text in the boxes as appropriate in the 'Recommend a new module or training activity' Section.
When you have finished your description, click the 'Add' button.

Recommend a new module or training activity:

Module title or activity(*MANDATORY*)	EXAMPLE: Your PhD: Get The Timings Right
Module Code (if applicable)	N/A
Credit/Hours	3 Hours ▼
Add Date Started	16/10/2018
Add Date Completed	16/10/2018

Add

When the new module or training activity has been added it will show in the main track.

Module Title or Training Activity:	EXAMPLE: Your PhD: Get The Timings Right (*Recommended by Lead Supervisor)
Module Code(if applicable):	N/A
Hours:	3
Date Started:	16/10/2018
Date Completed:	16/10/2018

Date	Details of skills acquired/activities undertaken/reflection on value of training etc

Documents that have been uploaded

Note: New module or training activities will be ordered by date added.

Please note, any PGR (excluding Professional Doctorates) who registers for a module will need to add the training hours themselves. They should not undertake an assessment for credits, as this will result in additional tuition fee charges.

8. Targets and Objectives Tab

PDLP Section 6.0: Plan and Record of Research Activities
In this section, your PGR will record their research activities, targets and objectives.

PDLP Section 6.1: Research targets and objectives to be achieved
This is a list of your PGR's objectives and how they are tracking their targets to meet the objectives. Any changes to Objectives and Target dates are to be agreed in conjunction you.

You can add a Research Target. To do so, complete each field adding text in the boxes as appropriate in the 'Add a new Research Target' Section. When you have finished your description, click the 'Add Target' button.

The Research Target will then show in the track, highlighted in Green for active Targets. Each target will be assigned a sequence number and will have a 'Y' in the Supervisor Added/ Edited column.

To edit a previously saved Research Target, select the Research Target sequence number to be edited in the drop down box in the 'Edit an existing Research Target' Section. (Only Active Research Targets can be edited).

The text of the Research Target can then be edited in the 'Add a new Research Target' section.

When you have finished editing, click on the 'Update Activity' button.

Note: When editing a Research Target, the original target will not be deleted from the track. The most recent version of the target will supersede this. The previous target will be marked in blue, as 'Inactive', and the updated version will be in green, as 'Active

If you have selected the incorrect Research Training to edit, click the 'Clear Selection' button.

9. Thesis Tab

PDLP Section 6.2: Thesis Chapters and progress with Thesis
In this section, your PGR will record the Thesis Chapters and progress on their Thesis.

As a Supervisor you can add a Thesis Chapter by completing each field adding text in the boxes as appropriate in the 'Add a new Thesis Chapter' Section. When you have finished the description, click the 'Add Chapter' button.

Add a new Thesis Chapter:					
Target Date:	dd/mm/yyyy	Draft or Final:	Draft ▾	Date Completed:	dd/mm/yyyy
Proposed Chapter:					

Add Chapter

The Thesis Chapter will then show in the track. Each entry will be assigned a sequence number.

3		30/10/2018	Chapter 15 Outline - investigations and analysis into chapters		DRAFT	

To edit a previously saved Thesis Chapter, select the sequence number to be edited in the drop down box in the 'Edit an existing Thesis Chapter' Section.

The text of the sequence can then be edited in the 'Add a new Thesis Chapter' section.

Add a new Thesis Chapter:					
Target Date:	30/10/2018	Draft or Final:	Draft ▾	Date Completed:	dd/mm/yyyy
Proposed Chapter:					
Chapter 15 Outline - investigations and analysis into chapters					

Update Chapter

When you have finished editing, click on the 'Update Chapter' button. The updated details will then show in the track.

3		30/10/2018	Chapter 15 Outline - investigations and analysis into chapters Update - add a review also.		FINAL	31/10/2018

If you have selected the incorrect sequence number to edit, click the 'Clear Selection' button

Clear Selection

10.   Downloading the PDLP

We are aware the PDLP does not have a download option, and this is something we are unable to resolve currently.

To take a copy for the Interim and Progress Review 1,2 and 3 submissions, open the PDLP and select the three dots at the top right-hand corner of your screen.

Select 'print' and change the destination to 'save as PDF'. Work your way through, repeating for each tab on the PDLP.

Once you have the saved PDF tabs, combine them into a zip folder on your desktop.

11. Troubleshooting

If you are experiencing any issues with logging into or accessing the PDLP from eVision, please contact IT Services at it.service@keele.ac.uk or use the Self Service Portal at https://servicedesk.keele.ac.uk/tas/public/login/saml

Edit an existing Thesis Chapter above:

Select a Thesis Chapter:	1 ▾ Select